

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SUPERVISING ELECTRICIAN

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Electrician is the third level in a three level Electrician series. Incumbents are responsible for supervising and participating in the repair, installation, and maintenance of electrical, electronic, process instrumentation and computerized control systems.

The Supervising Electrician is distinguished from the Senior Electrician by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises Electrician staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Oversees the day-to-day operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Supervises and participates in electrical construction and maintenance activities performed by internal staff and/or external contractors, ensuring compliance with applicable standards and requirements. | Daily
15% |
| 4. | Monitors compliance with applicable environmental regulations and restrictions. | Daily
10% |
| 5. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division | Daily
10% |
| 6. | Works closely with internal departments, utility companies, contractors, and vendors regarding the City's electrical, electronic, and distributed control systems and equipment. | Daily
5% |

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7.	Participates in repairing, installing, and maintaining electrical, electronic, process instrumentation, and computerized control systems.	Weekly 10%
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
9.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient departmental operations.	Weekly 5%
10.	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
11.	Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.	Weekly 5%
12.	Performs other duties of a similar nature or level.	As Required

	<u>POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE, BUT NOT LIMITED TO:</u>
	<u>Positions assigned to Wastewater may be responsible for:</u> <u>* Supervising electricians and water telemetry and distributed control staff.</u>

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Training and Experience (positions in this class typically require):

- Completion of a recognized apprenticeship program and five years of experience as a journey level electrician involving installing and troubleshooting a wide variety of electrical/electronic systems and devices, including two years of lead experience;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Five additional years of experience may be substituted for the required apprenticeship.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Certified General Electrician

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Electrical theory, principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility;
- Project management principles and practices;
- Local, State and National electrical codes and regulations, including PG&E Green Book;
- Solid state electronic systems, including programmable logic controllers, process instrumentation and control equipment;
- Solid state motor controllers and variable frequency drives;
- Budget administration principles and practices;
- Safe work practices and procedures;
- Electrical construction and maintenance practices and techniques.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Installing, troubleshooting, repairing, and maintaining a variety of electronic equipment
- Managing projects
- Monitoring the work of external contractors
- Evaluating vendor specifications and their potential impact on existing electrical systems
- Analyzing, processing and reconciling financial documents and information
- Troubleshooting and resolving electronic, analog, digital, and pneumatic type control equipment
- Safely operating and maintaining applicable tools and equipment
- Preparing, analyzing, and maintaining operational records
- Estimating time, materials, tools, and equipment requirements for jobs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, and intense noises.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 10/2007